

The minutes of the pre bid meeting  
Tender for Exhibition Management system.  
**Date: 31<sup>st</sup> May 0218    \*\*    Time: 12.30 pm.**

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The pre bid meeting for the above tender published by iNDEXTb for having Exhibition Management system proposed to be utilised for upcoming Exhibition during Vibrant Gujarat 2019 Summit was held at the above referred date and time. During the pre-bid meeting, representatives of four companies were present. iNDEXTb had also received queries in the prescribed format over the email.

The attendance, and the queries received over an email are annexed to the pre bid meeting minutes.

From iNDEXTb, following officers were present

- 1) General Manager (Mahatma Mandir)
- 2) General Manager (Investment Promotion)
- 3) General Manager (BRC)

The queries received over email were read aloud for the benefits of the representatives and officers present during the pre-bid meeting.

Following clarifications are proposed:

<b>Sr.No.</b>	<b>Section No./Clause No./Paragraph -Bullet No.</b>	<b>Page No. in Tender Document</b>	<b>Query/ Clarifications</b>	<b>Remarks of Govt. of Gujarat</b>
1	Section IV/ Clause No.4/ Application Software	Page 43	Do you look implementing Exhibition Management System on Saas Model?	iNDEXTb intends to have the Exhibition Management System on Saas model. Hence, this clause is to be read accordingly. Thus, the proprietary of the application software are not required to be transferred. iNDEXTb is also not required to enter into an agreement with the bidder to hand over the proprietary of the application software. However, the application software provided by the selected bidder will have the operability with respect to various standard operating systems.
2	Section IV/ Clause No.15/	Page -48	Is iNDEXTb open to look into	Clarified in point No.1, above.

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	IPR/copyrights etc.		implementing Saas model?	
3	Section 1/ Preface/ Paragraph 6	Page 9	How many months prior to the event system should be live?	The Exhibition Management system should be live immediately upon the selection of the bidder but not later than the 30 days from the award of contract and will remain live for a period of 365 days (12 month) from the date of going live as instructed.
4	Section III/ Project Scope	Page No. 28 onwards	Do Exhibitors have an option to see online floorplan and select the available stands OR: Basically how do you see exhibitors will book the stand?	The Exhibition will have the option to see the floor plan online and select the available stand. He can also block his choice stand but he has to book it within the certain time limit else if not booked, the stand becomes open for the next interested exhibitor.
5	Section III – Other services	Page no.40	1.Capacity of server to be provided and 2. Is server required for local hosting?	Since the software is intended to be made available on SaaS basis, this point are no longer to be considered.
6	Generic	-	What is the quantum of work and size of server?	There would be around 1500 exhibitors whose own data, data related to their vendors and visitors, etc. are required to be maintained. Considering this, the bidder has to take up his own assessment on the size of server.  At present moment, ample connectivity would be available at the venue and therefore, the requirement of local hosting is not envisaged.

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7	Section III	Page 37	<p>Exhibition Visitors mapping/ touch screen</p> <p>Query: What software would be required for the touch screen to operate the touch screen?</p>	<p>The touch screen supply installation and management being the wholesome work and linked to the data gathered in the system supplied by the service provider. The agency has to provide the touch screen in the acceptable solution with easy interface.</p>
8	Section III	Page 37	<p>Marketing and promotion</p> <p>Query: Are we required to take up promotional SMS pack Or transactional SMS pack?</p>	<p>We intend to have the services for transactional SMS pack to intimate various exhibitors to provide updates of the exhibition and their interactions with this system. <u>The rate asked in the price bid is for transactional SMS.</u></p> <p>Thus, the said clause at page 37, about marketing and promotion stands deleted completely and the exhibitor will not be now provided with the services to their marketing and promotion through our system.</p> <p><u>Therefore, the 2 lac SMS pack to be bided in the price bid (annexure-8) is for transactional SMS charges.</u></p>
9	Section Annexure -8,	Page 63	<p>Commercial Bid</p> <p>Query: Would there be a requirement of email to be sent from the system and if yes, there</p>	<p><u>Yes. There would a requirement of sending emails to the exhibitors from the system and the bidder would be submitting their bid for the same included in Sr. No. 1) of Part (A) of price</u></p>

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			would be a requirement of SMTP Server?	<u>bid. The bid is to be for 03 nos. of email accounts with domain name i.e. the Sr. No. 01) of the Part (A) of Price bid now also includes the charges for email server (SMTP server) for 03 nos. of accounts and domain name.</u>
10	Dynamic Exhibition Layout Creation	Page No.30	Should the Exhibition & Stall layout which should be in 2D like an architecture diagram have drag and drop, crop, expand and collapse functionality, Zoom in zoom out etc.- something similar to any architecture related software?	Our requirements are specified clearly in this section and they remain unchanged. (Section III)
11	Dome Layout Printing	Pg. 31	This means that a 2D layout printing is required?	Our requirements are clearly specified in this section. (Section III)
12	Add Exhibitor-Point in 1 <sup>st</sup> and 2 <sup>nd</sup> line “exhibitor company will be added in our system by the organizers”	Pg. 32	Would there be any Third Party agents who will do the booking as well on your behalf as an additional entity. Would there be any workflow associated for selection of Exhibitors for the Stalls.	Our requirements are clearly specified in this section. (Section III) The details of the third party to be operating on the same will be decided by us and the benefits would be extended to them as extended to the principal client. The work of selection of the exhibitor would be discussed at length with the selected bidder, if required.

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13	Exhibitor stall space and sponsorship allotment	Pg. 32	How are sponsors contributing to the spaces – are they also to be made as a separate stakeholder in the system as they don't seem to be in the user type list?	Sponsors would be one of the exhibiting agencies and to that extent they would be the stakeholders to the system. They would be considered in the exhibition agency user type and no separate user type is envisaged at the moment. However, the software should have the flexibility of making them additional user type, if directed by us.
14	Exhibitor Fascia Name	Pg – 34	What is Fascia Name	The name to be printed on the façade of the stall of the exhibitor. The name is to be collected from the organiser/exhibitor to be displayed on the façade of the stall is to be captured in this area of the software.
15	Fabricator selection	Pg. 35	Who approves the fabricators – what would be workflow of approval	Fabricators are to be selected by respective exhibitor and the name of the fabricating agency would be provided in this part of the software by the respective exhibitor; so that the name of fabricating agency of the exhibitor is made available to the organiser of the Exhibition beforehand for their necessary entry into the venue.
16	Exhibitor Power Requirement	Pg. 35	What would be the algorithm for power rates – like do the exhibitors define their power requirement specifically or they just say we	Our requirements are clearly specified in this section. (Section III)  The exhibitor will define their power requirements online and the rates at which the power would be made

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			want to run ABC machinery – so need to understand so that we can assume the kind of algorithm that we need here.	available to the exhibitors would be embedded in the system by the organizers beforehand.
17	Vendor Login	Pg. 37	Vendor role is not clear who is a vendor here and how they are related to the exhibition?	During the exhibition, there are various vendors of the exhibition like stationery shop, foreign exchange, cab services provider, food court provider, etc. They are all vendors and are related to the Exhibition. This is clarified above.
18	Other services along with the online expo management system	Pg. 40	Need to clarify – server, kiosk and any other hardware has to be provided by the bidder?	Our requirements are specified clearly in the tender document. (Section III)
19	Generic	Generic	What will be the number of entry gates?	There would be atleast 09 entry gates.
20	Generic	Generic	How many registration counter available on the exhibition location and who will provide computer and other necessary things	This is not the part of this tender.
21	Generic	Generic	Exhibitor/visitor verification method, manually by checking or any automatic verification require like Tablet with 4G connection or Wi-Fi	This is not the part of this tender.

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22	Generic	Generic	Do any electronic gate verification required and need to operate (turnstile/boom barrier etc.) then power, Ethernet connection and internet connection required?	This is also not the part of the tender.
23	Generic	Generic	Ethernet connection between kiosk and in-house local sever network connectivity is in whose scope	This is not in the scope of the bidder.
24	Generic	Generic	Helpdesk support person job timing and location	The job timings would be of eight (08) hours and location would in Ahmedabad / Gandhinagar.
25	Generic	Generic	For 4 months, 2 operator - table is not clear , do we need to write monthly cost of 1 operator and multiply it by 8	The total as asked for the monthly cost and therefore, the rate of one operator is to be provided for one calendar month and which multiplied by 08, the total cost would be revealed.

There being no other query, the meeting ended.